

27 May 2015



To all APSE northern contacts

Dear colleague,

**APSE Northern Annual General Meeting incorporating a free APSE half-day seminar  
'Neighbourhoods, housing and public realm'  
Wednesday 24 June at Jurys Inn Newcastle Gateshead Quays, South Shore Road,  
Gateshead, NE8 3AE**

I write to invite your attendance at the APSE Northern Annual General Meeting (AGM) 2015 which will be held on Wednesday 24 June 2015. The AGM will incorporate a free event for APSE members commencing at 10.00 for coffee and registration for a 10.30 start and ending with lunch and networking at 1.00 PM.

**Venue: Jurys Inn Newcastle Gateshead Quays, South Shore Road, Gateshead, NE8 3AE**

I attach a copy of the AGM agenda.

Minutes of the annual general meeting held in Liverpool on the 20 June 2014 are available electronically from the APSE secretariat with further copies available on the day.

Please ensure your authority is represented at the APSE northern AGM. We particularly welcome the involvement of elected members. The AGM is open to all member authorities within APSE northern, including councillors and officers.

**Please register**

To register for the AGM and free event attendance (APSE northern members only) please complete the attached registration form. Please return this to APSE by fax on 0161 772 1811 or email Vicki Starmer on [vstarmer@apse.org.uk](mailto:vstarmer@apse.org.uk) Please include names of all delegates from your organisation and please advise of any access or dietary requirements.

At the rise of the AGM lunch will be served with the opportunity to network with colleagues within APSE northern. For any enquiries relating to the AGM please email Mo Baines on [mbaines@apse.org.uk](mailto:mbaines@apse.org.uk)

Yours sincerely

Mo Baines

Head of Communications and Coordination, APSE

On behalf of Cllr John Kerr Brown, APSE northern chair and John Coates, APSE northern secretary

**Association for Public Service Excellence**

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web: [www.apse.org.uk](http://www.apse.org.uk)



**10.00 AM – 12.30 PM: Free Seminar: 'Neighbourhoods, housing and public realm'**

**12.30 – 1.00PM APSE northern annual general meeting 2015**

**Wednesday 24 June 2015**

**AGM Agenda**

1. Welcome from Cllr John Kerr Brown, Chair of APSE northern, Warrington Council 2014-2016
2. Attendance and notification of substitutes
3. Apologies for absence
4. Appointment of tellers (2)
5. To note the chair and secretary for APSE northern 2014 -2016.  
(As this is 2 year cycle there are no elections this year).
6. To note the APSE northern treasurer / auditor 2014 -2016 as Messrs Slade & Cooper.
7. To agree the minutes of the annual general meeting held in Liverpool 20 June 2014
7. Election to vacant seats to APSE northern executive committee
8. To confirm the appointment of additional representatives to APSE national council 2015-2016  
\*Please note there are six seats in total available to APSE northern which are the Chair, Secretary and 4 additional seats
9. To confirm the appointment to APSE policy performance and scrutiny committee 2015-2016 of the APSE northern chair and secretary and appoint substitutes
10. Financial Reports
  - Financial review report for APSE northern prepared by Messrs Slade and Cooper, Accountants
  - Financial Statement 2014/2015
  - Proposed Budget 2015/2016
  - To agree banking arrangements for APSE northern
11. Review of Fees and Honoraria for:
  - a. Chair
  - b. Secretary
  - c. Treasurer
  - d. Auditors
12. Proposed Calendar of Meetings 2015/2016
13. Matters Arising and any necessary changes to reflect the national constitution of APSE.
14. Date and Place of Next Meeting

## Fax back attendance form

**APSE Northern Annual General Meeting incorporating a free APSE half-day seminar for APSE members: 'Neighbourhoods, Housing, Public Realm'.**

**Wednesday 24 June 10.00 AM to 1.00PM (AGM commences at 12.30PM)**

**Venue: Jury's Inn, Newcastle Gateshead Quays, South Shore Road, Gateshead, NE8 3AE**

Please complete this form and return to Vicki Starmer via fax, on 0161 772 1811 or email Vicki on [vstarmer@apse.org.uk](mailto:vstarmer@apse.org.uk) **before 22 June 2015.**

Please advise of any dietary or access requirements or email [vstarmer@apse.org.uk](mailto:vstarmer@apse.org.uk)

**Authority**.....

**Address** .....

..... **Post Code**.....

Name	Email	To attend (please tick)	Submit apologies (please tick)
		The free event and AGM	for the Annual General Meeting
		The free event and AGM	for the Annual General Meeting
		The free event and AGM	for the Annual General Meeting

### Please help us keep our records up-to date

- Persons contact details have changed, please amend as indicated
- Please add name and details to your database
- Person has left the company (if so please complete the details below for the replacement)

**Please print details**

**Title** \_\_\_\_\_ **First Name** \_\_\_\_\_ **Surname** \_\_\_\_\_

**Job Title** \_\_\_\_\_ **Authority** \_\_\_\_\_

**Department** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Post Code** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_ **Email** \_\_\_\_\_